

# California Public Employees' Retirement System

PERS-HRD-88.DOT (Rev. 7/96)

## POSITION DUTY STATEMENT

**PLEASE WRITE JOB #6994/JH IN THE JOB TITLE SECTION OF YOUR STATE APPLICATION (STD 678).**

**INSTRUCTIONS:** The Executive Officer is required by Government Code Section 18805 to report (or to record) "... material changes in the duties of any position in his jurisdiction." The Position Duty Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the proportion of work time occupied. Prepare copies for employee assigned to the position and his/her supervisor.

Title of Position <b>Test Infrastructure &amp; Tools Analyst</b>
Division and/or Subdivision <b>ITSB – IISD - Enterprise Test Office</b>
Location of Headquarters <b>400 Q Street, Sacramento, CA 95814</b>
Class Title of Position <b>Associate Information Systems Analyst</b>
Position Number <b>275-810-1470-725 (1270)</b>
Effective Date <b>8/1/2010</b>

Percent of Time Required	Under the general direction of the Enterprise Test Office Manager (Data Processing Manager II), the Associate Information Systems Analyst (Spec) (AISA), will work as a member of the Test Infrastructure Support team. The Test Infrastructure Support team is responsible for test tool design and implementation, test tool user support and project specific tasks as required. The Test Infrastructure & Tools Analyst will assist in the gathering of requirements, performing analytical and tool administrative duties under general supervision. Duties will include the following:
45%	<ul style="list-style-type: none"> <li>Under supervision, participates in the development of enhancements or customization to test tools.</li> <li>Assists in the day to day administration of test tools to include: HP Quality Center, Quick Test Professional, and LoadRunner and ParaSoft SOA and other test tools as needed. Add users, modifies fields, creates reports, creates new projects; takes part in planning and executing software upgrades when needed.</li> <li>Researches the usage of HP Quality Center, Quick Test Professional, LoadRunner, ParaSoft, Wily Introscope, Serena Dimensions and other test tools in use in order to analyze and determine the optimum design, configuration and usage of test tools. Act as a Subject Matter Expert resource for projects.</li> <li>Assists in project specific test management duties related to Test Infrastructure as needed: includes running reports, coordinating defect management meetings, configuring and maintaining project dashboards..</li> </ul>
25%	<ul style="list-style-type: none"> <li>Participates in meetings with IT customers to review / discuss existing or new Test Infrastructure Support needs. Acts as a resource to implement solutions that meet those needs.</li> <li>Participates in project team meetings as designated</li> <li>Participates in production change control meetings, documents defects and enhancements, tracks &amp; prioritize issues and tool change requests, as designated</li> </ul>
20%	<ul style="list-style-type: none"> <li>Under supervision, prepares production change control requests and service requests in support of tool-related deployments, as needed. Follows specified ITSB Change Control process using CalPERS's internal tools.</li> <li>Work with other units and within the Enterprise Test Office as a Subject Matter Expert on testing tools to meet objectives as needed.</li> <li>Assists with technical consultation services and participates in meetings with customers to resolve issues</li> </ul>

10%

- Continue self improvement by developing skills through staff training, classes and individual research
- Participate as a resource in the development of project schedules and project plans